

Manage Special Event

Manage categories

View menu as a user

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Policy: QCC20

MENU – Special Events

Within your menu you can create special, one off menus for a specific day – these can either replace your normal menu or run in conjunction with your normal menu.

To create an event

- Log in to your QuickCliq Account via www.quickcliq.com.au
- Select MENU
- Select MANAGE SPECIAL EVENT
- Select ADD NEW SPECIAL EVENT
- Add the Name, Date, Cut off Date and Cut off time, then Select SUBMIT SPECIAL EVENT

Adding a new Special Event						
Special Event Name						
Date of Event:						
Cut off Date:						
Cut off time:						
	SUBMIT SPECIAL EVENT					

PLEASE NOTE – if your canteen is normally closed for the day of the special event please open this day in your calendar. For assistance please email <u>support@quickcliq.com.au</u> or refer to your Calendar guide.



Do you wish to allow your Normal Menu to be available also?

- If yes, go to MANAGE SPECIAL EVENT and select <u>EDIT</u> on the righthand side of your event.
- Tick the box for ALLOW NORMAL MENU and select UPDATE.
- This will allow both menus to be available for online ordering on the day of the event. Please note that if parents want to order from both the special event menu and the normal menu, that they need to make two separate orders.

Sp	becial Event Name	Event Date	Activ	É	Allow Normal Menu		ADD PRODUCTS			
'B4	ASTILLE DAY' SPECIAL LUNCH	3/07/2019	1	$\overline{\ }$		Γ	PRODUCTS	Edit	Delete	

Adding items to your special event

If items are already on your NORMAL Menu

- Go to MENU
- Go to MANAGE SPECIAL EVENT and select PRODUCTS on the righthand side of the event name. This will open a list of all your menu items
- Tick in the column **"Add to this event"** on the left to add the desired items to your event

MANAGE PRODUCT							
ADD PRO	DUCTS						
PRODU	стѕ		Edit	Delete			

PLEASE NOTE – Ensure the items are available for the same day of the week as the special event. For example, an item available in your normal menu for 'Monday's only' will not appear on a special event on another day. In this instance, please duplicate the item following the steps below.

Add Special Event Only items

- Go to MENU
- Select ADD NEW PRODUCT
- Complete the Product form ensure that you select a <u>day</u> for the item, tick <u>unlimited</u> and tick <u>SPECIAL EVENT ONLY</u> (this stops the items appearing in your normal menu).
- Select **SAVE** at the bottom of the page.
- Go to MANAGE SPECIAL EVENT and select PRODUCTS on the righthand side of the event.
- Tick in the column "Add to this event" on the left to add the desired items to your event



		Available on Mor	ndays	O Setu	urdays
Category:	Daily Specials	Available on Tue	sdays	🗇 Sun	days
		🖌 Available on We	dnesdays	÷)
		Available on Thu	irsdays		
	MANAGE CATEGORIES	Available on Frid	iays		
Show position:		Note that if the "Auto (Tora Maaka	nde" functi	anality is on chang
(optional)		made to Saturdays and	Sundays w	il take no e	effect. To change th
		setting click here.			
Cost Price:	0.00	Year the product is	sold		
		Make available t	o all years		
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	6.50	Pre Primary	3/4	0 6/7	12
		1/2	4/5		Transition
GST:		2	2 5	9	Daycare
		2/3	5/6	10	
GST Amount:		POS Setting		Allow variable price	
Description:		Barcode			
Helepited	/	INSERT NEW POS	S LAYOL	MAN	IAGE POS LAYE
Grainabed .					
Special Event	Dicked item will only appear on	You can find below	a list of ex	tras assoc	iated to this pro
ONLY:	the Special event menu	When parents place	an order	for this pr	oduct they will

Closing off Ordering for a Special Event

- Orders can only be made for your Event until the cut off date and time you set has been reached.
- Should you wish to cancel an event, go to **MANAGE SPECIAL EVENT**, and untick **ACTIVE** to the right of the event or select **Delete** if you wish to delete the event completely.
- The event will no longer be available for ordering online.



Should you wish to close online ordering completely for that day, please close the day off in your **<u>CALENDAR</u>**.

Do not print orders until the cut off date and time that you set up has passed.

IMPORTANT NOTE: Once your event has been set up please log into a parent account and check the special event is functioning correctly from an ordering perspective. If there is a problem or items are not showing, please double check items were added correctly or contact your account manager for assistance.